

Taylorville Public Library Board of Trustees

Meeting Minutes

Tuesday, August 17, 2021 5:00 p.m.

Present: Ryan Reitmeier Cathy Robertson Terri France
Jim Olive Gary Merker Ann Chandler
Ben Robinson Erin Driskill

Public: none

Absent: Peggy Brown

- I. President Chandler called the meeting to order at 5:00 p.m.
- II. Approval of Minutes – Minutes from the July 20, 2021, meeting (France/Driskill) were approved unanimously.
- III. Public Forum – none
- IV. Librarian’s Report:
 - a. Circulation report – reviewed
 - b. Community Room Activity report - reviewed
 - c. Gifts & Memorials report - reviewed
 - d. Director’s Comments:
 - i. Reitmeier stated that the library sold many used books at the county fair.
 - ii. New blinds were installed in the staff work area.
 - iii. Reitmeier and staff are working on an American Rescue Plan grant for TPL that will be used to help people attempting to search for jobs. The grant can be used for things such as creating hot spots and providing instruction for resume writing. He is unsure about the amount of grant money TPL would receive.
 - iv. Rep. Rodney Davis will schedule times to meet with constituents at TPL.
 - v. Websites for FOIA & OMA are still down.
 - vi. TPD answered a call at the library on August 9, 2021. Approximately six young people – age 12-14 – were involved in a fight in the library. One person set off a firecracker in the restroom; this was documented on video. The individual is not allowed at the library for six months. All others will only be allowed in the library two at a time.
 - vii. The mini golf program was a success.
- V. Motions Pertaining to Executive Session - No executive session
- VI. Financial Reports
 - a. Current Bills – Approval of the current expenditures in the Operating Fund with addendum (Merker/Robinson) unanimous roll call.
 - b. Capital Fund –Approval of the Capital Fund expenditures with addendum (France/Robertson) unanimous roll call.
 - c. Operating Receipts: Board reviewed an updated balance sheet.

- d. Reitmeier will research using automatic payments for recurring bills with a fixed amount such as Waste Management. He believes this will save TPL time and money. He will report back to the board.

VII. President's List

- a. East Equipment Cage and Sidewalk Repair/Replacement are in progress.

VIII. Standing Committee Reports

- a. Finance Committee
 - i. Trustees reviewed the report for TPL Financial Data and the Statement of Revenues & Expenditures – Budget v. Actual as of August 12, 2021.
- b. Building Committee
 - i. Ricky Peters who originally offered to install the concrete tables on the west side outdoor area for \$500 is too busy to accept the job at this time. Sunny Knoll is able to do the installation next week for \$600 which is still under budget for the project.
 - ii. A motion (Merker/Chandler) to hire Sunny Knoll for brickwork (\$1950) and flowerbeds (\$2600) on the west side of the building was approved unanimously.
- c. Technology – No action taken.
- d. Personnel
 - i. A motion (Chandler/Olive) to give the director the authority to require anyone entering the library to wear facial masks if need be passed unanimously by voice vote. Reitmeier will seek guidance from the county health department.
- e. Long Range Planning – No action taken.
- f. Old Business - No action taken
- g. New Business
 - i. Director Reitmeier will research the cost of an internet filter. This filter is a requirement for the federal E-Rate grant.
 - ii. There was great interest from Taylorville Correctional Center in a “book club” type program for inmates when the prison opens back up to visitors.
 - iii. The board discussed allowing Edinburg High School Students to hold library cards. Reitmeier stated this could be accomplished through an intergovernmental agreement. Online resources would probably be available for use on site only.
 - iv. TPL's portion of the audit report is complete for last fiscal year. All is well.

IX. Motion to adjourn – (Olive/France) at 5:44 p.m. was unanimously approved.